

EXHIBIT 1-C

SAMPLE MANAGEMENT PLAN FORMAT

Note: This example should not simply be copied. It is only provided as an example to help the local government create their own plan that is structured upon the actual procedures utilized by the local government and based on the duties assigned to the various people involved in the project.

I. Administrative Structure

The City of _____ is an incorporated city with a Mayor-Council form of government. The following persons will have lead responsibility for administering the City's FY ____ Treasure State Endowment Program (TSEP) public facilities project for water improvements:

Mayor _____, as the City's chief elected official will have responsibility for all official contacts with the Montana Department of Commerce (MDOC). The Mayor and City Council will have ultimate authority and responsibility for the management of project activities and expenditure of TSEP funds. The approval of all contracts and drawdown requests will be the responsibility of the City Council. (Telephone _____)

_____, Clerk-Treasurer, as the City's chief financial officer, will be responsible for management of, and record keeping for, the TSEP funds and other funds involved in the financing of the water project. (Telephone _____)

_____, Director of the City-County Planning Board, will be designated as Grant Manager and be responsible for overall grant management and assuring compliance with applicable federal and state requirements for the TSEP project. The Grant Manager will serve as the City's liaison with MDOC for the project. One-fourth of this position's time will be devoted to TSEP administration during the term of the project. (Telephone _____)

_____, City Attorney, as the City's legal counsel, will review and advise the Mayor and Council regarding any proposed contractual agreements associated with the TSEP project and provide any other legal guidance as requested. (Telephone _____)

_____, Project Engineer, will be responsible for construction-related activities including preparation of preliminary engineering, final design plans and specifications, as well as construction inspection. Contractor compliance, scheduling, and

payment requests will also be subject to the Project Engineer's review and approval.
(Telephone_____)

II. Grant Management

A. The Grant Manager will be responsible for:

1. Compliance with any applicable environmental requirements.
2. Developing a contract with MDOC and assisting the City with all requirements related to effective project start-up and implementation.
3. Preparing any legal notices required to be published, and processing and conducting any required public hearings or informational meetings.
4. Establishing and maintaining complete and accurate project files and preparing all documentation and reports incidental to administration of the grant.
5. Assisting the City with selection of the Project Engineer, in conformance with State procurement requirements, including the preparation of requests for proposals for publication or other distribution.
6. Reviewing all proposed project expenditures or requests for payment to ensure their propriety and proper allocation of expenditures to the TSEP budget.
7. In cooperation with the Clerk-Treasurer, processing payment requests and preparing drawdown requests to MDOC, including the Request for Payment and Status of Funds Report and the Project Progress Report.
8. Monitoring the contractor selection process, including the bid advertising, tabulation and award process for conformance to TSEP requirements. The manager will review the construction contract provisions for TSEP compliance.
9. Attending the preconstruction conference and monthly construction progress meetings.
10. Monitoring contractor compliance with applicable requirements.

11. Assuring compliance with all state labor standards requirements. Responsibilities will include the review of weekly payroll reports to assure compliance with state prevailing wage requirements; periodic visits to the construction site to assure that required equal opportunity, labor standards, and prevailing wage determinations have been posted; and conducting on-site interviews with construction personnel to assure prevailing wage compliance.
12. Assuring compliance with applicable equal opportunity requirements.
13. Preparing all required performance reports and project closeout documents for submittal to MDOC and assist the City with the selection of an independent auditor.
14. Attending City Council meetings to provide project status reports and representing the TSEP project at any other public meetings, as deemed necessary by the Mayor.

B. The Project Engineer will be responsible for:

1. Design and construction engineering.
2. Preparation of the construction bid package in conformance with applicable TSEP requirements and supervision of the bid advertising, tabulation, and award process, including the preparation of the advertisements for bid solicitation, conducting the bid opening, and issuance of the notice to proceed.
3. Conducting the preconstruction conference, with the assistance of the grant manager.
4. Supervision of construction work and preparation of inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting the approved requests to the City.

III. Financial Management

A. The Clerk-Treasurer's financial responsibilities will be as follows:

1. Managing the transfer of TSEP funds from MDOC to the town's bank account and disbursing TSEP funds based on claims and supporting

documents approved by the grant manager, project engineer, and contractor.

2. Entering all project transactions into the City's existing accounting system (BARS), and preparing checks/warrants for approved expenditures.
 3. With the assistance of the Grant Manager, preparing the Request for Payment and Status of Funds Reports to be submitted to MDOC. All drawdown requests will be signed by two of the three following persons: Mayor, Clerk-Treasurer, and Council President. No expenditures will be made without the approval of the Council at a regular meeting.
 4. With the assistance of the Grant Manager, preparing the final financial reports for project closeout.
- B. The Grant Manager and Clerk-Treasurer will review all proposed expenditures of TSEP funds and will prepare drawdown requests, which will be signed by the officials cited above. All disbursements will be handled in accordance with the City's established claim review procedures. Before submitting the claim to the Clerk-Treasurer, the Grant Manager will attach a certification to each claim stating that the proposed expenditure is an eligible expense of the City's TSEP project and consistent with the project budget. The Council will review all claims before approving them.
- C. Financial record keeping will be done in conformance with the recommendations of the Montana Department of Administration's Local Government Services Bureau as described in Chapter 4 of the TSEP Administration Manual. The original financial documents (claims with attached supporting material) will be retained in the City's offices.
- D. Hourly timesheets will be maintained by the Grant Manager and the Clerk-Treasurer to document all time worked on the TSEP project that will be compensated with TSEP funds.

This management plan has been approved by the City of _____ and the individuals named within have been informed of the responsibilities stated within this plan.

Mayor

Signature

Date: _____

